

# *U.S. NUCLEAR REGULATORY COMMISSION*

## *DIRECTIVE TRANSMITTAL*

**TN:** DT-02-10

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 10.44, "Relocation Bonus Program"

Purpose: Directive and Handbook 10.44 are being revised to reflect the correct reporting relationship of the Office of the Chief Information Officer.

Office and  
Division of Origin: Office of Human Resources

Contact: Carolyn Swanson, 415-7530

Date Approved: December 10, 1991 **(Revised: June 12, 2002)**

Volume: 10 Personnel Management

Part: 2 Position Evaluation and Management, Pay Administration, and Leave

Directive: 10.44 Relocation Bonus Program

Availability: Rules and Directives Branch  
Office of Administration  
Michael T. Lesar, (301) 415-7163  
Christy Moore, (301) 415-7086

# Relocation Bonus Program

---

Directive  
10.44

---

## Contents

Policy .....	1
Objectives .....	1
Organizational Responsibilities and	
Delegations of Authority .....	2
Chairman .....	2
Commission .....	2
Inspector General (IG) .....	2
Executive Director for Operations (EDO) .....	3
Chief Financial Officer (CFO) .....	3
Deputy Executive Director for Management Services (DEDM) .....	4
FEPCA Senior Management Review Panel .....	4
Director, Office of Human Resources (HR) .....	5
Office Directors and Regional Administrators .....	5
Applicability .....	6
Handbook .....	6
Definitions .....	7
References .....	8



# U. S. Nuclear Regulatory Commission

Volume: 10 Personnel Management

Part: 2 Position Evaluation and Management, Pay  
Administration, and Leave

HR

## Relocation Bonus Program

### Directive 10.44

#### Policy

(10.44-01)

It is the policy of the U.S. Nuclear Regulatory Commission to use relocation bonuses to ensure that economic disincentives associated with relocation are not a barrier to the staffing of agency positions if it is determined that in the absence of such a bonus, difficulty would be encountered in filling the position with a suitable candidate.

#### Objectives

(10.44-02)

- To adopt and implement the relocation bonus provisions of the Federal Employees Pay Comparability Act (FEPCA) of 1990 and the applicable implementing regulations from the Office of Personnel Management (OPM). (021)
- To ensure agencywide equity in the application of criteria to NRC employees. (022)
- To encourage and promote employee mobility within the NRC by being able to offer relocation bonuses when location or other factors may serve as disincentives to suitable candidates. (023)

Organizational Responsibilities and  
Delegations of Authority  
(10.44-03)

Chairman  
(031)

Approves bonus recommendations and waivers of repayment for Commission staff members, any other individual reporting directly to the Chairman (i.e., EDO, CFO), and employees of offices reporting to the Chairman or the Commission as indicated in Exhibit 1 of Handbook 10.44.

Commission  
(032)

Each Commissioner recommends payment of relocation bonuses or waivers of repayment for his or her immediate staff members as indicated in Exhibit 1 of Handbook 10.44.

Inspector General (IG)  
(033)

- Appoints members of the Office of the Inspector General (OIG) FEPCA Senior Management Review Panel. (a)
- Approves bonus recommendations and waivers of repayment for OIG employees as indicated in Exhibit 1 of Handbook 10.44. (b)
- Approves recommendations for exceptions to case-by-case approvals for groups of OIG employees. (c)

Organizational Responsibilities and  
Delegations of Authority  
(10.44-03) (continued)

Executive Director for Operations (EDO)  
(034)

- Reviews bonus recommendations and waivers of repayment for Commission staff members and employees of Commission-level offices and approves bonus recommendations and waivers of repayment for employees of the EDO's staff and offices as indicated in Exhibit 1 of Handbook 10.44. (a)
- In consultation with the Chairman, appoints the members of the FEPCA Senior Management Review Panel. (b)
- Approves recommendations for exceptions to case-by-case approvals for groups of Commission-level and EDO staff office employees. (c)

Chief Financial Officer (CFO)  
(035)

- Develops and implements payroll and accounting procedures governing payment of relocation bonuses and recovery of debts incurred. (a)
- Reviews all requests for waivers of right of repayment of debts incurred. (b)

Organizational Responsibilities and  
Delegations of Authority  
(10.44-03) (continued)

Deputy Executive Director for  
Management Services (DEDM)  
(036)

Directs oversight and evaluation activities.

FEPCA Senior Management  
Review Panel  
(037)

- Identifies and establishes any specialized criteria on the basis of recruitment difficulties or other considerations in addition to the basic criteria described in Handbook 10.44. (a)
- Subgroups of the panel review each recommendation for a relocation bonus to ensure that it meets the criteria for bonus coverage. (b)
- Reviews amounts recommended to ensure agencywide equity. (c)
- Recommends payment and the amount of the payment to the deciding official. (d)
- Recommends to the EDO or the IG, as appropriate, exceptions to case-by-case approvals for groups of employees. (e)
- The OIG FEPCA Senior Management Review Panel, appointed by the IG, identifies and establishes any specialized criteria and recommends payment and the amount of payment

Organizational Responsibilities and  
Delegations of Authority  
(10.44-03) (continued)

FEPCA Senior Management  
Review Panel  
(037) (continued)

of relocation bonuses for OIG employees and coordinates activities with the agency FEPCA Senior Management Review Panel to ensure agencywide equity. (f)

Director, Office of Human Resources (HR)  
(038)

- Develops and implements program parameters and guidance. (a)
- Advises office directors and regional administrators on the applicability, consequences, and alternatives of the program. (b)
- Provides technical assistance to the review panel and technical review for individual cases to ensure regulatory compliance. (c)
- Evaluates program success in achieving objectives and makes adjustments, as required. (d)

Office Directors and  
Regional Administrators  
(039)

- Recommend payment of relocation bonuses for employees in their organizations as indicated in Exhibit 1 of Handbook 10.44. (a)



## Organizational Responsibilities and Delegations of Authority (10.44-03) (continued)

### Office Directors and Regional Administrators (039) (continued)

- For OIG, recommendations will be made by the Assistant Inspector General for Audits (AGIA) or the Assistant Inspector General for Investigations (AIGI), OIG. (b)

## Applicability (10.44-04)

The relocation bonus provisions may be applied to any permanent NRC employee who relocates to a duty station in a different geographic (commuting) area except members of the Commission and administrative law judges who are excluded by regulation, and the IG and administrative judges who are excluded by agency policy. (041)

These relocation bonus provisions may also be applied to other Federal employees who are appointed to NRC positions that involve a change in the geographic (commuting) area. (042)

## Handbook (10.44-05)

Handbook 10.44 provides the criteria and procedures for requesting application of the relocation bonus pay authority on a case-by-case basis, for requesting case-by-case approvals, and for requesting exceptions to case-by-case approvals.

## Definitions (10.44-06)

**Commuting area.** The geographic area that normally is considered one area for employment purposes. The commuting area includes any population center (or two or more neighboring ones) and the surrounding localities where people live and reasonably can be expected to travel back and forth daily to work.

**Employee.** An individual serving under appointment to the NRC who is appointed without a break in service to a position in a different commuting area or whose duty station is changed permanently or temporarily to a different commuting area.

**Rate of basic pay.** The rate of pay fixed by law or administrative action for the position to which the employee is being relocated. In the case of an employee who is entitled to grade or pay retention, the employee's retained rate of pay before deductions and exclusive of additional pay of any kind, such as locality-based comparability payments under 5 U.S.C. 5304 or interim geographic adjustments or special pay adjustments for law enforcement officers under Section 302 or 404 of FEPCA (Pub. L. 101-509). For purposes of application within the NRC, special pay rates for resident inspectors are considered comparable to special pay adjustments for law enforcement officers and are excluded from the definition of basic pay.

**Service agreement.** A written agreement between an agency and an employee under which the employee agrees to a specified period of employment with the agency at the new duty station to which he or she is relocated in return for payment of a relocation bonus.

Volume 10, Part 2 - Position Evaluation and Management,  
Pay Administration, and Leave  
Relocation Bonus Program  
Directive 10.44

---

References  
(10.44-07)

Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.).

*Code of Federal Regulations—*

5 CFR Part 550, Subpart K, "Collection by Offset From  
Indebted Government Employees."

5 CFR Part 575, Subpart B, "Recruitment and Relocation  
Bonuses; Retention Allowances; Supervisory Differentials."

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801  
et seq.).

Federal Employees Pay Comparability Act of 1990 (5 U.S.C.  
5301).

Inspector General Act of 1978, as amended (5 U.S.C. App. 3  
et seq.).

"Installment Deduction for Indebtedness to the United States" (5  
U.S.C. 5514).

"Recruitment and Relocation Bonuses" (5 U.S.C. 5753).

# Relocation Bonus Program

---

Handbook  
10.44

---

## Contents

### Part I

Purpose of and Criteria for the Relocation Bonus Program . . . .	1
Purpose of the Pay Authority Within the Nuclear Regulatory Commission (A) . . . . .	1
Criteria for the Initial Eligibility Determination (B) . . . . .	1
Criteria for Determining the Amount of the Bonus Payment (C) . . . . .	2
Other Considerations (D) . . . . .	4
Exceptions to Case-by-Case Approval (E) . . . . .	4

### Part II

Processing a Request for Payment of a Relocation Bonus . . . .	6
Initiating a Request To Use a Relocation Bonus (A) . . . . .	6
Technical Review (B) . . . . .	8
FEPCA Senior Management Review Panel (C) . . . . .	9
Approval/Disapproval (D) . . . . .	9
Implementing the Decision (E) . . . . .	9

### Part III

Payments and Repayments . . . . .	11
Limits on Pay (A) . . . . .	11
Type of Payment (B) . . . . .	11
Payment/Repayment Procedures (C) . . . . .	11
Waiver of Right of Recovery (D) . . . . .	12

### Part IV

Obligations and Oversight . . . . .	13
Service Agreement (A) . . . . .	13
Records and Reporting (B) . . . . .	13

## Contents (continued)

### Exhibits

1	Approval Authorities for Relocation Bonuses . . . . .	14
2	Request To Use Recruitment/Relocation Bonus, Retention Allowance, or Advance in Pay Authority . . . . .	15
3	A Service Obligation Agreement . . . . .	18

## Part I

### Purpose of and Criteria for the Relocation Bonus Program

#### Purpose of the Pay Authority Within the Nuclear Regulatory Commission (A)

The purpose of the Relocation Bonus Program is to authorize bonuses to employees who must relocate when and to the extent that a relocation bonus is deemed necessary to avoid difficulty in filling the position with a suitable candidate. Within that authorization, NRC managers are provided with the flexibility to adjust compensation packages offered to NRC employees relocating geographically. Judicious use of the pay authority is expected to have a direct positive effect on the agency's ability to more appropriately utilize its workforce.

#### Criteria for the Initial Eligibility Determination (B)

A determination must be made in writing that in the absence of the bonus, NRC would encounter difficulty in filling positions with suitable candidates. Each determination must be made before the employee actually enters on duty in the position to which he or she was relocated. (1)

The agency may target groups of positions that have been difficult to fill in the past or that may be difficult to fill in the future. However, except as provided in Section E of this part, any determination to pay a bonus shall be made on a case-by-case basis for each employee. (2)

## Criteria for the Initial Eligibility

### Determination (B) (continued)

To support this determination, the narrative must consider the following criteria, as applicable to the case at hand. (3)

- The success of recent efforts to recruit suitable candidates for similar positions, including such indicators as offer acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions (a)
- Recent turnover in the same or similar positions (b)
- Labor market factors that may affect the ability of the agency to recruit suitable candidates for similar positions now or in the future (c)
- Any special qualifications needed, such as management's need for relocations because of specified succession planning objectives (d)

## Criteria for Determining the Amount of the Bonus Payment (C)

A relocation bonus is calculated as a percentage of the employee's annual rate of basic pay and is paid as a lump sum. The amount of a relocation bonus may not exceed 25 percent of the employee's annual rate of basic pay. It shall not be considered part of an employee's rate of basic pay for any purpose. (1)

Consider the following, as applicable, in determining the specific amount of the bonus: (2)



## Criteria for Determining the Amount of the Bonus Payment (C) (continued)

- The degree of severity of the recruiting problem (a)
- If being offered in conjunction with another authority, the amount that will induce acceptance of the offer yet continue to ensure equity in payments for similar situations (b)
- The total amount of all continuing payments authorized without the bonus (c)
- The average pay for the occupation or specialty described in the most recent pay surveys (d)
- The isolation of the duty station and past recruitment and turnover practices (e)
- The degree of criticality of the positions to be filled and the impact on the NRC mission if they are not filled or if there is further delay in filling the positions (f)

In addition to the above criteria, the Federal Employees Pay Comparability Act (FEPCA) Senior Management Review Panel may provide additional guidance for the office director, the regional administrator, or the Assistant Inspector General for Audits (AIGA) or the Assistant Inspector General for Investigations (AIGI) for the Office of the Inspector General (OIG) in making their initial recommendations for appropriate bonus amounts. (See Exhibit 1 of this handbook to determine appropriate authorities.) (3)

## Other Considerations (D)

Consider the practicality of using the bonus in combination with other pay provisions in terms of the advantage to the NRC, as applicable. (1)

If proposing to use a relocation bonus in combination with special rates or a waiver of dual compensation limitations, consideration of why the special rates or the waiver alone is not sufficient may be appropriate. (2)

When determining which employee may receive a relocation bonus, the NRC may target groups of positions that have been difficult to fill in the past or that may be difficult to fill in the future. However, except as provided in Section (E) of this part, any determination of a bonus must be made on a case-by-case basis for each employee. (3)

## Exceptions to Case-by-Case

### Approval (E)

With the prior approval of the Executive Director for Operations (EDO) or the Inspector General (IG) for OIG, office directors, regional administrators, or the AIGA/AIGI for OIG may, upon recommendation of the appropriate FEPCA panel, authorize *for a specified period of time* the payment of a relocation bonus to any employee whose rating of record is at least fully successful without the requirement for case-by-case approval when either—

- The employee is a member of a specified group of employees *subject to a mobility agreement* and the EDO, or the IG for OIG, determines that relocation bonuses are necessary to ensure the agency's ability to retain suitable employees subject to such an agreement. (1)

## Exceptions to Case-by-Case

### Approval (E) (continued)

- A major organizational unit within the office or region is relocated to a different commuting area and the EDO, or the IG for OIG, determines that relocation bonuses are necessary for a specified group of employees to ensure continued operation of that unit without undue disruption of an activity or a function that is deemed essential to the NRC's mission and/or without undue disruption of service to the public. (2)

## Part II

### Processing a Request for Payment of a Relocation Bonus

#### Initiating a Request To Use a Relocation Bonus (A)

At the time the position is vacant, the office director, the regional administrator, or the Assistant Inspector for Audits (AIGA) or the Assistant Inspector General for Investigations (AIGI) for the Office of the Inspector General (OIG), in concert with the division director or the supervising official, must determine how the position will be filled. (1)

- If filled through lateral reassignment of an NRC employee, then the office director, the regional administrator, or the AIGA/AIGI for OIG must determine, following the criteria discussed in Part I of this handbook and any additional guidance provided by the appropriate Federal Employees Pay Comparability Act (FEPCA) Senior Management Review Panel (see Exhibit 1 of this handbook), whether a relocation bonus might be warranted. (a)
- If it is decided to make the position competitive, the vacancy announcement must indicate when a possibility exists that a bonus might be paid. If the position is announced with this provision, then the office director, the regional administrator, or the AIGA/AIGI for OIG, in concert with the division director or the supervising official, must decide whether to recommend offering a bonus and the amount of the bonus. (b)

Once the selectee is identified, the office director, the regional administrator, or the AIGA/AIGI for OIG prepares a justification for the request, using the format shown in Exhibit 2, which addresses the

## Initiating a Request To Use a Relocation Bonus (A) (continued)

criteria to be met in making an initial determination of eligibility and in determining the amount of the payment. (Recommending, reviewing, and deciding authorities are described in Exhibit 1.) (2)

Requests are forwarded to the Director of the Office of Human Resources (HR), or the Director of the Resource Management and Operations Support Staff (RMOSS) for OIG, for technical review and must be submitted on a case-by-case basis. (3)

In determining whether or not to request a relocation bonus for the employee, the office director, the regional administrator, or the AIGA/AIGI for OIG should, in addition to assessing the individual situation against the criteria in Part I of this handbook and the guidance of the agency FEPCA Senior Management Review Panel, or the OIG FEPCA Senior Management Review Panel, consider the following: (4)

- A relocation bonus may be used in combination with special salary rates, retention allowances, a waiver of dual-compensation limitations, and critical pay authority. (a)
- Although a relocation bonus could be paid to an employee who is receiving a retention allowance, a retention allowance cannot be authorized for an employee who is fulfilling a service agreement for a relocation bonus. (b)
- Although a relocation bonus and a recruitment bonus could not be paid concurrently, an employee could, although rarely, be paid a relocation bonus after previously having been paid a recruitment bonus. In this case, the terms of the service obligation agreement would be served concurrently, not consecutively. (c)

## Initiating a Request To Use a Relocation Bonus (A) (continued)

- The cost-effectiveness and the advantages or disadvantages of paying a relocation bonus in lieu of or in addition to providing relocation services should also be considered. (d)

Because so many options could be applied to a specific situation, it is essential that the requester carefully review the criteria and panel guidelines in determining the most cost-effective amount to be paid that also will overcome the disincentives associated with various types of geographic relocations. However, employees should not be led to believe that they are entitled to a relocation bonus when geographic relocation is required. (5)

The requester should submit any requests for exceptions to case-by-case approval to the Director of HR for technical review and coordination of the agency FEPCA panel review and approval by the Executive Director for Operations (EDO) or the Inspector General (IG) for OIG. Positions included in the exception must be determined to be difficult to fill with a suitable candidate. (6)

## Technical Review (B)

The Director of HR, or the Director of RMOSS for OIG, reviews each request for a relocation bonus to determine if it meets all regulatory and personnel management requirements and indicates concurrence or nonconcurrence. (1)

The Director of HR, or the Director of RMOSS for OIG, arranges for a meeting of the agency or OIG FEPCA Senior Management Review Panel and forwards the request to the panel for review. (2)

The Director of HR, or the Director of RMOSS for OIG, provides any additional technical assistance requested by the panel. (3)

## FEPCA Senior Management Review Panel (C)

A subgroup of the FEPCA Senior Management Review Panel is convened to review the request. (1)

The subgroup of the panel reviews the request, determines whether it meets the initial criteria, and reviews the amount requested in consideration of the criteria and the principles of equity. (2)

The panel then forwards the recommendation to the deciding official for a final decision. (3)

The OIG FEPCA Senior Management Review Panel, appointed by the IG, reviews the request, determines whether it meets the initial criteria, reviews the amount requested, and forwards its recommendation to the IG for a final decision. (4)

## Approval/Disapproval (D)

The deciding official reviews the recommendations of the panel and all other relevant documentation and makes a final decision. (1)

The deciding official then forwards the decision to the Director of HR for implementation. (2)

## Implementing the Decision (E)

The Director of HR, or the Director of RMOSS for OIG, notifies the requesting official of the decision. (1)

For approved requests, the Director of HR, or the Director of RMOSS for OIG, informs the employee and obtains a signed service agreement (Exhibit 3) and advises the employee of any applicable repayment provisions. (2)

## Implementing the Decision (E) (continued)

The Director of RMOSS implements the approved request for OIG. (3)

The Director of HR forwards a copy of the documentation to the Chief Financial Officer (CFO) for processing. (4)

The Director of HR immediately notifies the CFO of any personnel action relating to the employee that would cause the employee not to fulfill the terms of the service agreement. (5)

Before a relocation bonus may be paid to an employee, the employee must establish a residence in the new commuting area. To receive a relocation bonus, an employee need not physically move his or her family, household goods, and so forth, from the "old" commuting area; however, the employee must establish a residence (e.g., rent an apartment) in the "new" commuting area. (6)



## Part III

### Payments and Repayments

#### Limits on Pay (A)

Bonus payments are subject to the aggregate limit on pay in a calendar year that is set at Executive Level I.

#### Type of Payment (B)

The bonus is a lump-sum payment. (1)

The bonus is not part of the employee's rate of basic pay for any purpose. (2)

The decision to pay the bonus must be made before the employee enters on duty at the new duty location. (3)

#### Payment/Repayment Procedures (C)

The Chief Financial Officer (CFO) determines procedures for the actual payment of the bonus. (1)

An employee who fails to complete the period of employment established under a service agreement is indebted to the Federal Government and will repay the relocation bonus on a pro rata basis, which is determined by providing credit for each full month of employment completed by the employee under the service agreement. The CFO determines specific procedures. (2)

#### Payment/Repayment Procedures (C) (continued)

The employee fails to complete the period of employment if he or she terminates service at the new duty station before the date specified in the service agreement. Involuntary separation or relocation of the employee directed by the NRC, in writing, does not constitute such a failure. (3)

Amounts will be recovered under NRC's regulations for collection by offset from an indebted Government employee under 5 U.S.C. 5514 and Subpart K of 5 CFR Part 550. (4)

#### Waiver of Right of Recovery (D)

The deciding official may waive a right of recovery in whole or in part if he or she determines that recovery would be against equity and good conscience or against the public interest. (1)

An office director, a regional administrator, or the Assistant Inspector General for Audits or the Assistant Inspector General for Investigations for the Office of the Inspector General (OIG) may recommend this waiver and must submit substantive justification in support of the request. Any request for a waiver must be concurred in by the Director of the Office of Human Resources (HR), or by the Director of the Resource Management and Operations Support Staff, in consultation with the Deputy Inspector General, for OIG, for sound personnel practices and by the CFO for sound fiscal management. (2)

## Part IV

### Obligations and Oversight

#### Service Agreement (A)

The length of the service agreement will depend upon the amount of the bonus as described below: (1)

- Up to 8 percent — 12 months of continued service
- From 9 to 16 percent — 18 months of continued service
- From 17 to 25 percent — 24 months of continued service

Before a relocation bonus may be paid, the NRC shall require that the employee sign a written service agreement to complete a specified period of employment (as indicated above) with the NRC (or the successor agency in the event of a transfer of function) at the new duty station. (2)

The service agreement may be shorter if there is a temporary change in duty station of less than 12 months, but the deviation must be justified in writing. (3)

#### Records and Reporting (B)

The selection files or other appropriate files will contain the documentation justifying payment. (1)

A report of each determination will be submitted to the Office of Personnel Management (OPM) as part of the regular submission to OPM's Central Personnel Data File, as appropriate. (2)

The Director of the Office of Human Resources will conduct appropriate oversight and evaluation activities to ensure that the use of these pay authorities is in conformance with law and regulation. (3)

Volume 10, Part 2 - Position Evaluation and Management,  
Pay Administration, and Leave  
Relocation Bonus Program  
Handbook 10.44 Exhibits

## Exhibit 1

### Approval Authorities for Relocation Bonuses

Pay Authority	Recommending Official	Reviewing Official	Deciding Official
<b>Relocation Bonuses</b>			
For all eligible employees as indicated—			
• Immediate staff of the Chairman, a Commissioner, or any other individual reporting directly to the Chairman (e.g., the EDO <sup>1</sup> , the Director, OPA <sup>2</sup> , the Director, OCA <sup>3</sup> ) or the Commission	Chairman, Commissioner, or the Commission	Director, HR <sup>4</sup> EDO FEPCA Panel <sup>5</sup>	Chairman
• Offices reporting to the Chairman or the Commission	Office Director	Director, HR EDO FEPCA Panel	Chairman
• OIG <sup>6</sup>	AIGA <sup>7</sup> or AIG <sup>8</sup>	Director, RMOSS <sup>9</sup> , for OIG FEPCA Panel	IG <sup>10</sup>
• EDO staff offices	Office Director or Regional Administrator	Director, HR FEPCA Panel	EDO
• Immediate staff of the EDO and any other individual reporting directly to the EDO or a DEDO <sup>11</sup>	EDO	Director, HR FEPCA Panel	EDO
For approval of waiver (including amount to be waived) for recovery of employee's debt incurred with relocation bonus—			
• Immediate staff of the Chairman or a Commissioner or any other individual reporting directly to the Chairman (e.g., the EDO, the Director, OPA, the Director, OCA) or the Commission	Chairman or Commissioner	Director, HR CFO <sup>12</sup> EDO	Chairman
• Commission-level offices	Office Director	Director, HR CFO EDO	Chairman
• OIG staff	AIGA or AIGI	Director, RMOSS, in consultation with a Deputy IG	IG
• EDO staff offices	Office Director or Regional Administrator	Director, HR CFO	EDO
• Immediate staff of EDO or an individual reporting directly to the EDO or a DEDO	EDO	Director, HR CFO	EDO
<sup>1</sup> Executive Director for Operations	<sup>6</sup> Office of the Inspector General	<sup>10</sup> Inspector General	
<sup>2</sup> Office of Public Affairs	<sup>7</sup> Assistant Inspector General for Audits	<sup>11</sup> Deputy Executive Director for Operations	
<sup>3</sup> Office of Congressional Affairs	<sup>8</sup> Assistant Inspector General for Investigations	<sup>12</sup> Chief Financial Officer	
<sup>4</sup> Office of Human Resources	<sup>9</sup> Resource Management and Operations Support Staff, OIG		
<sup>5</sup> The Federal Employees Pay Comparability Act Senior Management Review Panel			

## Exhibit 2

### Request To Use Recruitment/Relocation Bonus, Retention Allowance, or Advance in Pay Authority

TO: Chairman, Inspector General, or Executive Director for  
Operations

THRU: Director, Office of Human Resources (HR), or the Director,  
Resource Management and Operations Support Staff  
(RMOSS), for the Office of the Inspector General (OIG)

FROM: Office Director or Regional Administrator, or the Assistant  
Inspector for Audits (AIGA) or the Assistant Inspector  
General for Investigations (AIGI) for OIG

SUBJECT: REQUEST TO USE PAY AUTHORITY

- I.A. This position is being filled through \_\_\_\_ reassignment \_\_\_\_ competition.  
(If filled through competition, the vacancy announcement must have stated that there  
was a possibility that a relocation or recruitment bonus might be paid.)
- B. I request approval for the use of the following pay authority for (name).  
\_\_\_\_ **Recruitment Bonus** \_\_\_\_ **Relocation Bonus** \_\_\_\_ **Retention Allowance**  
I recommend that the amount of the bonus/allowance be \_\_\_\_ percent of basic pay.  
\_\_\_\_ **Advance in Pay**
- C. I have reviewed the criteria outlined in the handbook and have attached a narrative  
justification that addresses both the criteria to be met in making an initial determination  
to use the pay authority and the criteria for determining the amount of the payment.

---

Date

---

Signature (Office Director or Regional Administrator)

Exhibit 2 (continued)

- II. I have reviewed the request for the use of the above-indicated pay authority and have determined that it \_\_\_\_ does \_\_\_\_ does not meet the criteria specified in the handbook. I \_\_\_\_ do \_\_\_\_ do not concur with this recommendation. An explanation is attached for any nonconcurrence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Director, HR, or Director, RMOSS, in  
consultation with the Deputy Inspector General for OIG)

- III. We have reviewed the request for use of the above pay authority. We \_\_\_\_ do \_\_\_\_ do not agree that it fully meets the criteria for payment. We \_\_\_\_ do \_\_\_\_ do not agree with the amount recommended. We recommend an alternate payment amount of \_\_\_\_ based on the attached evaluation. We recommend that this request be \_\_\_\_ approved \_\_\_\_ disapproved with any change noted. Justification for this recommendation is attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Chairman, Federal Employees Pay  
Comparability Act [FEPCA] Senior Management  
Review Panel Subgroup, or OIG FEPCA Panel,  
as appropriate)

- IV. There \_\_\_\_ are \_\_\_\_ are not sufficient funds to pay for the request as approved above by the deciding official. (For advances in pay, this memorandum constitutes a request for employee notification information.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Director, HR, or Senior Budget  
Analyst for OIG)

Exhibit 2 (continued)

V. I have reviewed the request for the use of the above authority and \_\_\_\_\_ approve  
\_\_\_\_\_ disapprove the request \_\_\_\_\_ for the amount initially requested, or for the  
amount of \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (deciding official)

VI. Forward to the Director, HR, or for OIG, the Director, RMOSS, for implementation.

Exhibit 3  
A Service Obligation Agreement  
Between the  
U. S. Nuclear Regulatory Commission  
and

\_\_\_\_\_  
(Name)

In consideration of the payment by the Government of the United States of a relocation bonus in the amount of \$\_\_\_\_\_ as provided in connection with my reporting at \_\_\_\_\_ (Location) \_\_\_\_\_ for a change of official station, I hereby agree to remain in the service of the NRC (or the successor agency in the event of a transfer of function) at the new duty location for a period of \_\_\_\_\_ months from the effective date of appointment or transfer unless separated or transferred to a new duty station for reasons beyond my control and acceptable to the NRC. In the event I voluntarily fail to complete the period of employment in my new duty station, I will be indebted to the Federal Government and will repay the bonus on a pro rata basis. I will repay the bonus on a pro rata basis if my separation before the end of my service obligation is because of misconduct or delinquency. The amount to be repaid will be determined by crediting me for each full month of employment I complete under the service agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature